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NO. 4/55

TRAINING OFFICERS MEETING

Thursday
3 Feb 55

SUMMARY OF PROCEEDINGS

ATTENDANCE:

Mr. Baird, DTR

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1.

2.

JOB NO. BOX NO. FLD NO. DOC. NO. 22 NO CHANGE
IN CLASS/ (DECLASS/ (CLASS CHANGED TO: IS S (C) RET. JUST. 22
NEXT REV DATE 89 NOV DATE 6 NOV 79 REVIEWED TYPE DOC. 23
NO. PGS 3 CREATION DATE -- ORG COMP 11 OF 11 ORG CLASS S
REV CLASS C REV COORD. -- AUTH: HR 70-3

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3. OTR Briefing of Training Officers

The Office of Training (OTR) agreed to arrange an OTR briefing for newly-designated Training Officers. Chief, Plans and Policy Staff, and the Chairman, Clandestine Services Training Committee, were designated to develop the program and schedule its presentation.

4. Language, Area, and External Training Requests

Training Officers were advised that the annual request for estimated requirements in the language, area, and external categories had been dispatched. Attention was invited to the OTR requirement for authentication by responsible officers within DD/P as well as the coordination and support by the Training Officers in the development of the annual estimates.

5. Administrative Refresher

Even though the enrollment in the Administrative Refresher is low in terms of the capacity of the course, OTR agreed it offer it on schedule in order to demonstrate its value to administrative personnel recently returned to headquarters from the field. The objective of this course is to reduce the time required by such personnel in becoming familiar with current Agency policy, procedure, and key personnel.

OTR further agreed to offer a special half-day program similar to the Induction Course in the event that firm requirements for such a program for returnees can be established.

6. [REDACTED]

DTR announced that he had been given responsibilities [REDACTED] 25X1
[REDACTED] by the Director of Central Intelligence. A memorandum from the Chief of Operations, DD/P, for the chiefs of major components within DD/P was read which contained the responsibilities of DTR for training activities [REDACTED] 25X1
It was noted that DD/P-Admin had conducted one meeting for the purpose of planning the next move with respect to [REDACTED] 25X1
[REDACTED] It was concluded at this meeting that the next step to be taken was that of determining the training requirements of the various divisions within DD/P [REDACTED] 25X1
The Chairman, Clandestine Services Training Committee, agreed to present this program to the next meeting of DD/P Division Training Officers with a view toward enlisting their support in establishing such requirements so that the planning [REDACTED] 25X1
[REDACTED] can proceed.

7. [REDACTED]

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It was suggested that these otherwise qualified instructors be limited to use in seminars and the lecture load carried by the more capable platform instructors. OTR pointed out that for the most part this was being done now, but that the only way to improve the teaching ability of instructors was to let them present lectures. OTR will examine the critiques to determine the seriousness of this matter.

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8.

[Redacted]

requirement within the Agency could be met by the course in World Communism.

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9.

[Redacted]

10. Student Notes

To clarify a misunderstanding, OTR advised that it is the responsibility

[Redacted]

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